

Faculty Senate Meeting
Minutes of
October 3, 2019

William Self, chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

MINUTES

Motion and second was made to approve the minutes of April 18, 2019. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Chiara Mazzucchelli, 2019-2020 Provost Faculty Fellow
Karla Amaro, Business Data Analyst, Faculty Excellence
Lucretia Cooney, Associate Director, Faculty Excellence
Aimee Denoyelles, Instructional Designer, Center for Distributed Learning
Manoj Chopra, Interim Associate Dean, College of Engineering and Computer Science
Crystal Saul, Associate Director for Presidential Events
Tim Letzring, Senior Associate Provost for Academic Affairs

ANNOUNCEMENTS

Student Government Association Representative

Dr. Self informed the senators that Diego Troncoso will serve as the student representative on the Faculty Senate. Diego will be recognized to participate in meetings and debates.

Live Stream

Like the Board of Trustees and the Student Government Association, today marks the first Senate meeting that will be live streamed. A link is provided on the Senate website for faculty to view. The Faculty Senate meetings are now live streamed to provide increased transparency and faculty involvement. The Senate Steering Committee had no objections or concerns with allowing the live stream. Dr. Self noted that the live stream is not a mechanism for senator attendance.

Replacement Faculty Senators

Welcomed Robin Back as a Rosen College of Hospitality Management senator who is replacing Mathilda Van Niekerk, who passed away last month. Mathilda was a faculty senator for eight years and a member of the Steering Committee last year. We will miss her wit, humor, and collegiality. Dr. Self also welcomed Viatcheslav Kokoouline from the College of Sciences, who is replacing Barbara Sharanowski and Ahmad Elshennawy from the College of Engineering and Computer Science, who is replacing Manoj Chopra.

Event Reminders

The senators were reminded to respond to the invitation to attend the UCF Faculty Welcome Back Assembly scheduled for October 11, 2019, from 3:00 – 4:30 p.m. in the FAIRWINDS Alumni Center. The assembly is an annual meeting of the faculty with the President and Provost as outlined in our Faculty Constitution. During the assembly, the Interim President, Provost, and Vice Provost for Faculty Excellence will all be speaking. We will also celebrate what we have accomplished and hear brief updates from our leaders.

Interim President Thad Seymour will also host the State of the University on Wednesday, October 16, 2019, from 3:00 – 4:30 p.m. in the Student Union Pegasus Ballroom. President Seymour will share plans for the upcoming academic year and celebrate recent faculty, students, alumni, and university accomplishments.

Faculty Senate Website Updates

The Faculty Senate website has been redesigned to provide each of the 26 committees a separate page to improve communication to committee members. [Resolution 2017-2018-5 Governance in Academic Units](#) provided minimum guidelines for developing academic unit bylaws. The Faculty Senate website now contains a new tab to display each Academic unit's bylaws. This page will be continuously updated as Faculty Excellence approves the bylaws. A member indicated that some departments are confused regarding the process for developing and approving bylaws since there is no policy. Dr. Jasinski stated that Faculty Excellence uses the procedure outlined in the resolution.

Resolution Update

Resolution 2017-2018-14 Faculty Participation on University Committees asked the administration for a single website that lists all university-wide committees. The initial version of the site can be found at www.provost.ucf.edu under Initiatives. Please look at the website and see if the product satisfies the intent of the resolution. In response to a question, Dr. Self indicated Ad Hoc Committees would only be listed if the committee spans more than one academic year.

2018-2019-9 UCF Conference Rooms asked the administration to identify and take responsibility for generally available conference rooms and to develop a minimum standard for technology and support. Although the Provost supports the resolution in principle, it is pending a decision and has been assigned to UCF IT for cost analysis and implementation plan.

2018-2019-12 SPoI Accessibility recommended in the short-term that administration makes the SPoI results transparent, provide students with information, pilot having the evaluations optional with active reminders, and modify the email currently sent to students. It also recommended long-term actions such as forming a task force and purchasing a software package to capture and report SPoI data. The Provost approved this resolution.

2019-2020-5 Travel Policy Guidelines for Faculty requested that Finance and Accounting develop a clear set of guidelines and assess the implementation of travel procedures across the university. The Provost denied this resolution and requested the committee discuss the issues with experts from Finance and Accounting before a resolution is submitted.

OLD BUSINESS

None.

REPORT OF THE PROVOST

The provost is out of the office this week. Dr. Jana Jasinski provided the report of the provost.

Legislative Budget Request

The provost is excited to work with the Faculty Senate this year to advance faculty excellence and student success. Faculty hiring is one of the highest priorities in the legislative budget request. UCF requested \$18.4 million, of which \$12.9 million is for 90 new faculty hires and \$2.5 million for 40 academic advisors.

A member of the Budget and Administrative Committee noted that the interim Chief Financial Officer provided the committee with an update and indicated that a task force would be formed to establish a new budget model. The member asked for an update on the task force and the faculty representation.

In response to a question, Dr. Jasinski indicated that the criteria to determine the distribution of the 90 new faculty positions had not been established. The funding needs to be approved first later in the Spring.

A senator asked about the raise previously agreed upon with the union before the budget cuts. Dr. Jasinski indicated an announcement would be forthcoming. Regarding the \$4 million budget cut, a senator asked if the budget cut was correct, why the budget was reduced, and what are the consequences of losing funding with a 1.5% student enrollment increase. Dr. Self noted that the State University System's base budget for all universities was cut by about \$16 million. UCF's portion of the cut resulted in a \$4 million reduction. The consequences will be identified in the coming weeks when the Board of Trustees holds budget workshops.

Dr. Jasinski clarified that UCF is not defining faculty excellence, but defining student success such as graduation rates, satisfaction, job attainment, etc. Defining student success has an impact on the programs developed. When talking about faculty excellence, does this mean grants, society memberships, fellowships, citations, etc.? We need a university-wide definition.

Organizational Changes

The provost recently made several organizational changes to better align student success with academics and university support units. These changes specifically address priorities that include strengthening advising, data analytics, shared philosophy for student success, and aligning shared ownership in accountability and impact to deliver on UCF's student success goals. The Faculty Center for Teaching and Learning will now report to Faculty Excellence. More details can be found on the provost website. This fall, we will better define what faculty excellence means.

Enrollment Management Task Force

The Enrollment Management Task Force continues to meet to define UCF's enrollment mix. Recommendations are expected in January.

A senator asked if the number of transferring juniors was reduced. Dr. Self noted that the work of the task force continues and is looking at the budgetary implications of possible decisions and brought to the Board of Trustees. A senator pointed out that the task force is not listed on the university-wide committee's website.

Student Body

Last year, UCF's freshman student retention rate was 90%, and this fall, UCF exceeded 91% in large part due to the efforts of faculty. The average GPA for incoming freshman this fall is 4.17, with an average SAT score of 1,332 and an average ACT score of 29.1. UCF also welcomed 90 freshman national merit scholars with an overall 330 national merit scholars. Fall enrollment is at 69,630 students, which is a 1.5% increase, mainly due to retention. Minority enrollment remains 47%, with 26% Hispanic and 11% African American.

Leadership

A campus forum was held with four finalists for the Vice Provost for Teaching and Learning and dean of the College of Undergraduate Studies. The search is in the final stages. Applications for the dean of the College of Optics and Photonics closed today. UCF welcomed Christopher Ingersoll as the founding dean of the College of Health Professions and Sciences and Tim Letzring as the Senior Associate Provost for Academic Affairs. Dr. Ross Wolf has been appointed interim Assistant Provost for UCF Downtown.

On September 13, 2019, Dean Sissi Carroll was honored as the Mildred W. Coyle Eminent Scholar Endowed Chair. The administration is working with the UCF Foundation to establish more faculty endowments.

NEW BUSINESS

Bylaw Change Resolutions for Discussion Only

The following bylaw resolutions are on the agenda for discussion and can be amended and voted on at the October 24, 2019 meeting.

- Resolution 2019-2020-1 Faculty Senate Bylaw Change – Promotion Procedures for Non-Tenure Earning Faculty

This resolution is brought forward by the Personnel Committee regarding the promotion of non-tenure earning clinical, research, and medical librarian faculty. Right now, some non-tenure earning positions go to the University Promotion & Tenure Committee for review while others don't. The resolution has all non-tenure earning promotion candidates bypass the University Promotion & Tenure Committee and deletes the membership for the committee regarding non-tenure earning faculty.

The resolution was being confused with all unanimous votes for tenure-earning faculty applications bypassing the University Promotion and Tenure Committee. A senator asked if the clinical assistant professor title should be listed in the resolution. Dr. King informed the senators that there are probably twenty related titles; therefore, the base title of assistant and associate was used to encompass all modifying titles since the modifiers don't mean the same in each college. The majority of non-tenure earning promotion already bypasses the University Promotion and Tenure Committee. This resolution makes all non-tenure earning promotions the same.

A brief discussion was held regarding units with non-tenure and tenure-earning faculty with the same promotion criteria. Comment made that an extra step is required for tenure-earning. Dr. King noted that this change allows the University Promotion and Tenure committee to focus on tenure and allows all non-tenure earning faculty to bypass the committee since the majority of non-tenure earning applications already bypass the committee. Concern was expressed that a university-level review should be completed for non-tenure earning faculty.

- Resolution 2019-2020-2 Faculty Senate Bylaw Change – Nomination and Election

This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions and clarifies that an open call for nominations is expected and communicates alternates to an election.

A senator asked if the college is required to vote on the allocation of Senate seats annually. Dr. Self indicated that due to college reorganizations, several colleges were required to conduct a vote on the allocation of Senate seats. A vote is only necessary when the faculty numbers increase substantially that would warrant a new allocation. The resolution does not change this requirement.

- Resolution 2019-2020-3 Faculty Senate Bylaw Change – Committee Membership
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions. The resolution removes old language referring to multi-year appointments and the requirement of tenured or tenure-earning faculty membership. No discussion.
- Resolution 2019-2020-4 Faculty Senate Bylaw Change – Standard Agenda
This resolution is brought forward by the Ad Hoc Committee on Bylaw Revisions to modify the standard Senate Agenda to include a report of the Senate chair, report of the President, and Campus Climate report.

In response to a question, Dr. Self noted that the Campus Climate report would be presentations scheduled by the Steering Committee based on requests. This Campus Climate report may be a union update or other units wanting to provide an update.

Advance Notice of Bylaw Change Resolutions

Bylaw resolutions 2019-2020-6, -7, -9, -10, -11, and -12 were distributed with the agenda to allow the senators 30-days to review the details before discussion at the October 24, 2019, Senate meeting.

Senate Parliamentarian

Joe Harrington has agreed to serve as Parliamentarian to the Senate and Steering Committee for 2019-2020.

2019-2020 Assigned Topics

The topics brought forward for 2019-2020 have been assigned to Senate committees by the Steering committee. The assigned topics were distributed with the agenda. Please notify your Steering member or the Faculty Senate Office if you identify any other issues that might impact all colleges. Updates to the issues will be provided in the Spring.

COMMITTEE REPORTS

Budget and Administrative Committee –*Shawn Putnam*

The committee approved a resolution drafted last spring regarding the Creative School for Children. An informal discussion was held by Dennis Crudele, interim Chief Financial Officer, and Rebeca Richards, Academic Affairs Budget director. They discussed new policies regarding carryforward with more details in the future. The committee reviewed and discussed the issues assigned by the Steering Committee.

A senator suggested the committee review how the proportion of the budget is in relation to overhead. In response, Dr. Putnam indicated that spreadsheets were used to calculate the university budget. The university does not have a formal software process. With such, it is difficult to get information as requested. Dr. Self noted that some data that is reported to the State is available, like the amount of education & general funds are spent on faculty versus non-faculty as compared to the rest of the State.

Information Technology Committee – Melanie Guldi

No report.

Parking, Transportation and Safety Committee – Ahmad Elshennawy

The committee met twice and brainstormed issues. Productive meetings were held discussing autonomous shuttles, gun safety on campus, vaping issues, and service dogs. Also discussed the removal of Lime bicycles and the possibility of scooters. The Committee is also discussing lighting on campus, golf cart speed limits, and navigation on campus.

In response to a question, Dr. Elshennawy indicated the Committee would be discussing the liability issues around scooters. A senator commented that everyone was blindsided by the new rule of no back-in parking. Outside of plate recognition that the prohibited back-in parking presents a significant safety issue. Dr. Self noted that this would be added to the issues list.

Personnel Committee – Stephen King

The committee has a long issues list. The committee is working on how the university responds to sexual harassment and misconduct, seeing if the grievance procedure can be routed a panel of faculty instead of an administrator, faculty review of all vice presidents, summer work assignments for faculty with no teaching assignment but other assignments for thesis or work with graduate students, benefits for out-of-unit faculty such as parental leave, and keeping track of the Emeritus policy changes.

Research Council – Nina Orlovskaya

The Committee has not met due to the hurricane closure. Next meeting scheduled for October 14, 2019.

Graduate Council – Jim Moharam

The committees met at least twice. Of interest, a new program for a Public Administration Ph.D was reviewed. The Graduate Policy Committee is discussing language regarding withdrawals.

Undergraduate Council – Kelly Semrad

The committees have not yet met due to programming issues with Curriculum.

OTHER BUSINESS

Motion and second to approve Senate Resolution 2019-2020-16 In Memoriam – Dr. Mathilda van Niekerk. The resolution honors Dr. Mathilda van Niekerk on behalf of the Rosen College faculty and in recognition for her innovative “We Care” program to help faculty, staff, and students facing a medical issue and asks the administration to look into programs to help support faculty, staff, and students. No discussion.

Vote: All in favor; motion passes.

Motion and second to approve Senate Resolution 2019-2020-15 UCF Presidential Search - Sense of the UCF Faculty Senate. The resolution requests additional faculty appointed to the Presidential Search Committee. Dr. Self noted that as a member of the Board of Trustees Governance Committee, he asked to increase the faculty membership from two to four, which was not approved. Notably, chair Seay sent a message requesting recommendations for search committee members through the Board office. No discussion.

Vote: All in favor; motion passes.

Dr. Self noted that interim President Seymour was scheduled to attend today's Senate meeting however is unable to attend due to a Florida Board of Governors' meeting being held at the UCF *FAIRWINDS* Alumni Center.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Resolution 2019-2020-15 UCF Presidential Search - Sense of the UCF Faculty Senate

Whereas, the University of Central Florida is about to enter a Presidential Search; and

Whereas, on July 18, 2019, the Board of Trustees approved a revised Presidential Selection: Process Guide for the University of Central Florida defining the size and composition of the Board of Trustees' Search Committee to be composed of eight to fifteen members; and

Whereas, in addition to at least three trustees, the Process Guide indicates the search committee will include one or more representative from the faculty, student body, Foundation board of directors, administration who are not direct reports to the President, representatives from the broader community, a Florida Board of Governor's appointee, and one or more presidents of community colleges who participate in the Direct Connect Consortium with UCF; and

Whereas, in the past, only one or two faculty members have been appointed to the Presidential Search Committee; and

Whereas, the Faculty Senate participates in the governance of the University and renders advisory services to the President; and

Whereas, the University faculty have a significant stake in the selection of the next President from among presidential candidates who have the appropriate academic and leadership skills; therefore

BE IT RESOLVED that in the spirit of shared governance, it is the sense of the UCF Faculty Senate that additional general faculty be included in the Presidential Search Committee.

Approved by the Faculty Senate on October 3, 2019.

Resolution 2019-2020-16
In Memoriam – Dr. Mathilda van Niekerk

Dr. Mathilda van Niekerk was our lioness from South Africa with the highest courage, determination, positive energy, and professionalism. Anything she worked on, she did with a style, smile, and perfection. She was a faculty senator representing the Rosen College of Hospitality Management for eight years. She served on the Parking Advisory Committee, Undergraduate Policy and Curriculum Committee, Graduate Policy Committee, University Master Planning Committee, Senate Steering Committee, and Committee on Committees. She was a strong advocate for all UCF faculty and represented the Rosen College faculty well.

For all those who knew her, Mathilda was more than a good colleague – she was a great friend that cared and supported us all. Recognizing that there were hardships for faculty in that many of us live away from our families, Mathilda initiated the “*We Care*” Rosen College campaign – a hospitable supportive network for faculty, staff and students. Her “*We Care*” campaign at Rosen College continues to stimulate an environment where faculty and staff members embrace each other as friends and family.

During Mathilda’s seven-year battle with cancer, she openly voiced how appreciative she was to have a support network within the college that helped her face her illness. She also acknowledged that she knew that other UCF faculty facing health hardships were not as fortunate as her to have such a collegial and supportive network. This lack of support network disturbed her. She spoke with the UCF President to ask him to look into how UCF could serve faculty, staff, and students facing health hardships so that those faculty, staff, and students could continue to serve the UCF community. Unfortunately, the time was not right. Thus, it is with this Memoriam and resolution that UCF is asked to examine how the institution may better support faculty, staff and students facing health hardships with a hospitable “*We Care*” framework such as that developed by Dr. Mathilda van Niekerk of the Rosen College of Hospitality Management.

Whereas, the University of Central Florida strives to make measurable improvements to enhance the quality of life within the regional community, it is necessary to examine how to best improve the quality of life of the immediate UCF community (faculty, staff and students) especially during times that a faculty, staff or student is facing health hardships; and

Whereas, the University of Central Florida is an educational institution that follows a guiding principle for a sense of community; and

Whereas, this guiding principle helps to direct the actions of the University, it is crucial to provide the UCF community with the utmost support during circumstances where faculty, staff, and students may face health hardships; and

Whereas, the University of Central Florida strives to attract a diverse and international faculty body of faculty, staff and students, it becomes essential to stimulate a supportive network that creates a dependable environment that supports faculty, staff, and students to aspire to their best work during both good and challenging times including times of illness; and

Whereas, the University of Central Florida has in place existing policies, procedures, and programs to assist faculty, staff, and students that are facing health hardships these efforts can be improved to include a hospitable support network; therefore

Be it resolved that the University of Central Florida Faculty Senate supports the University's intention to assist faculty, staff, and students that face health hardships; and

Be it further resolved that the University of Central Florida Faculty Senate supports the examination of how the existing University policies, procedures and programs used to assist faculty, staff, and students facing health hardships may be improved to include an empathetic, hospitable and friendly support network that will enhance the quality of life and work environment for all of UCF faculty, staff, and students. It is essential that UCF stands beside the faculty, staff and students, cares for them, and provides a community that all faculty, staff, and students may depend upon for help; and

Be it further resolved that the University of Central Florida Faculty Senate requests that the University investigates resource opportunities to develop, maintain, and sustain such a program.

Approved by the Faculty Senate on October 3, 2019.